

<b>Courts using video conferencing</b>
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Before the Court proceeding

1. Each Court will send all Writs (video, telephone, or transport) to the Central Records Section (CRS) via email or fax. The email address is [MDOCWRIT@michigan.gov](mailto:MDOCWRIT@michigan.gov) (email is preferred if possible), and the fax number is 517-780-6984 (please include a cover sheet with contact information). Writs are not required for video conferencing. A simple correspondence via email or fax will suffice but should include the court, date, type of proceeding, charges, presiding judge, and case number.
2. Each Writ will identify whether the proceeding can be completed via video conferencing according to Court Rules. Courts may choose to simply send an email for proceedings that will be held via video conferencing which is sufficient for our purposes.
3. CRS will confirm the Writ as authentic if necessary. Writs of Habeas Corpus that require transport must be signed.  
 \*\*Keep in mind the Court may send documents to the institution for the inmate to review and/or sign either in the Court's presence (on video) or prior to the proceeding. If this occurs CRS will be made aware of this and will ensure the institutional staff is made aware as well.

Video conferencing available

4. CRS will email the Writ or other communication to the institution where the inmate is located and request the appropriate 5 digit extension for the video equipment/room and the telephone number for that room. At this point the institution will be made aware that the inmate will need to be in the room ½ hour prior to the start of the proceeding so s/he may converse with their attorney via telephone prior to the proceeding if necessary.
5. CRS will inform the Court of the five digit extension they need to call and the phone number to the room where the video conferencing will occur. Email groups are a great way for us to communicate this information back to the Court.
6. The Court will inform the defense counsel of the telephone number of the room where the inmate will be held just prior to the proceeding so s/he can call and speak with the inmate if necessary.

Video conferencing not available

7. CRS will email the Writ to the institutions with instructions that video conferencing is not available and transportation will be necessary. Institution staff shall proceed with scheduling transportation.

Day of the Proceeding with video conferencing

8. CRS staff will confirm that the inmate is at the location that was provided to the Courts. If not, CRS will contact the current institution for the five digit video extension and phone number. CRS will then call the Court and advise of the change if necessary.
9. Institutional staff will ensure the inmate is in the appropriate location ½ hour prior to the commencement of the proceeding for conversation with their counsel. It is recommended that the MDOC staff member answering the telephone for the inmate confirm the person on the other side of the line is an attorney by asking "What is your P number?" A P number is a number assigned to all lawyers eligible to practice law in the state of Michigan. These phone calls are private between the inmate and defense counsel.  
 \*\*Defense attorney's may ask to conduct a video or telephone conference with the inmate prior to the proceeding. If our equipment allows for that, the request should be granted.
10. The Court will call MDOC once they are ready to begin the proceeding.

Day of Proceeding without video conferencing

11. Institutional staff will transport inmate to the Court.

Cancelling Court appearances, video, or telephone requests

12. Please contact [MDOCWrit@michigan.gov](mailto:MDOCWrit@michigan.gov) with cancellations and updates.

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